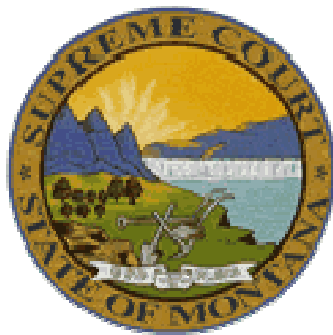


Montana Supreme Court Office of the Court Administrator



Montana District Courts FullCourt Rollout Project

Gap Analysis and Track Session Results

August 13th, 2007

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1. Introduction

This document is submitted to the Montana Supreme Court, Office of the Court Administrator in response to a request for a gap analysis between the District Courts' current case management system(s) (CMS) and the Justice Systems Inc FullCourt product deployed in Missoula County. The Office of the Court Administrator (OCA) commissioned MAXIMUS to perform this effort under a Statement of Work dated April 25th, 2007. This gap analysis and track committee session results document identifies those FullCourt modules that meet, partially meet, or do not meet the District Courts' operational needs and identifies the decisions and action items resulting from each track committee session. This document is the outcome of the project and serves as a blueprint for the OCA to initiate product enhancement and process improvement for the FullCourt statewide rollout.

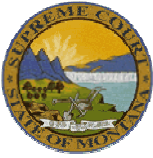
Included in this document are:

- This Introduction
- Track Committee Session Results - These sections identify the goals and outcomes of each of the track committee sessions held the week of July 30th, 2007
- FullCourt Gap Matrices – These appendices identify the Case Management and Jury Management processes/functions reviewed and whether the FullCourt product meets, partially meets, is missing, or does not meet the District Courts' operational requirements. The gap description and importance classification is identified for those items that do not meet requirements.

This Introduction addresses the project goals and objectives from a high level and includes:

- Project Background
- Purpose of this Document
- Project Goals
- Project Participants





1.1. **Project Background**

Currently, the majority of the Montana District Courts are utilizing an internally developed court management system called The Justice Case Management System (JCMS) as the application for management of their court and jury information. While JCMS has met the needs of the District Courts for the storage and management of information for many years, the OCA realized that this application has reached its life-cycle end and is limited in its ability for data sharing. In addition, the OCA Technology staff has limited resources to support the large number of courts in the state requiring case management systems.

Currently, all of the Courts of Limited Jurisdiction in the state are using the FullCourt Case Management System provided by Justice Systems Inc. Migrating the District courts to the same case management system (CMS) will minimize the number of different applications being supported by the office and will provide the District Courts integration and disaster recovery benefits now available in the Court Central Repository (CCR).

The two District Courts in the 4th Judicial District have already successfully migrated to the FullCourt application. These courts are Missoula and Mineral counties. While this migration was successful, before implementing the FullCourt application in any of the other District Courts, the OCA wanted to ensure that the essential JCMS functionality used by all of the District Courts is also provided in the FullCourt product deployed in Missoula County. The OCA also wanted to document the issues and lessons learned from the Missoula and Mineral County data conversions and conceptualize ways to refine the conversion approach for future conversion efforts.

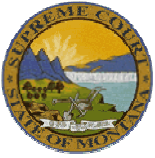
The OCA identified the following four tracks of work to meet these goals:

- Core Case Management and Document Imaging
- Jury Management
- External Interfaces and Reports
- JCMS to FullCourt Data Conversion Issues

The OCA implemented an oversight committee over this project, as well as “track committees” for each of the identified tracks. These committees are comprised of OCA staff and volunteers from various District Courts.

Meetings with each track committee were held the week of July 30th, 2007 in Helena, Montana to review and identify gaps in the FullCourt Case Management and Jury Management products, to discuss current and future information exchange modules, and to refine the conversion approach that was used in Missoula and Mineral counties.





1.2. Purpose of This Document

The purpose of this document is to record and verify the requirements for changes to the baseline FullCourt system for the Montana District Courts.

This document captures “Gaps” in the functional requirements and business processes between the implementation of the FullCourt product in Missoula County and what is required for all of the Montana District Courts, as identified in the Track Committee sessions conducted during the week of July 30th, 2007 in Helena, Montana.

This document does not describe the baseline system’s functionality but rather identifies changes to the baseline system that are needed to meet the requirements of the Montana District Courts.

1.3. Track Committee Participants

1.3.1. Case Management & Document Imaging Track Committee

The following individuals attended the Case Management and Document Imaging Track Committee sessions on July 30th – 31st:

Participant	Office
Lois Menzies	Supreme Court, Court Administrator
Karen Nelson	OCA Information Technology Director
Lisa Mader	OCA End User Support and Training Manager
Judy Naegele	OCA Trainer
Steppen Wirth	OCA Trainer
Claudia Anderson	OCA Trainer
Cindy Burns	OCA Trainer
Shirley Faust	Missoula County Clerk of District Court
Jerrie Newell	Fallon County Clerk of District Court
Becky Bird	Yellowstone County Court Administrator
Brenda Marks	MAXIMUS Project Manager



1.3.2. Jury Management Track Committee

The following individuals attended the Jury Management Track Committee session on August 1st:

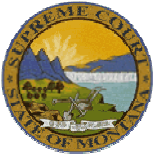
Participant	Office
Karen Nelson	OCA Information Technology Director
Karen Nelson	OCA Information Technology Director
Lisa Mader	OCA End User Support and Training Manager
Judy Naegele	OCA Trainer
Steppen Wirth	OCA Trainer
Claudia Anderson	OCA Trainer
Cindy Burns	OCA Trainer
Shirley Faust	Missoula County Clerk of District Court
Peg Allison	Flathead County Clerk of District Court
Laurie Maloney	Silver Bow County Clerk of District Court
Becky Bird	Yellowstone County Court Administrator
Sheri Bishop	Bozeman Justice Court Clerk
Nikki Schaubel	Billings Municipal Court
Brenda Marks	MAXIMUS Project Manager

1.3.3. External Interfaces Track Committee

The following individuals attended the External Interface Track Committee session on August 2nd:

Participant	Office
Karen Nelson	OCA Information Technology Director
Judy Naegele	OCA Trainer
Steppen Wirth	OCA Trainer
Claudia Anderson	OCA Trainer
Cindy Burns	OCA Trainer
Shirley Faust	Missoula County Clerk of District Court
Laurie Maloney	Silver Bow County Clerk of District Court
Peg Allison	Flathead County Clerk of District Court
Sandy Peers	Toole County Clerk of District Court
Marilyn Hollister	Rosebud County Clerk of District Court
Laura Brent	Yellowstone County Clerk of District Court
Nikki Schaubel	Billings Municipal Court
Mike Jacobsen	DOJ Project Manager – IJIS Broker
John McCarthy	MAXIMUS Project Manager – IJIS Broker
Jason Davidson	MAXIMUS Technical Lead – IJIS Broker





Gap Analysis and Track Session Results

Participant	Office
Brenda Marks	MAXIMUS Project Manager

1.3.4. Conversion Track Committee

The following individuals attended the Conversion Track Committee session on August 3rd:

Participant	Office
Karen Nelson	OCA Information Technology Director
Lisa Mader	OCA End User Support and Training Manager
Judy Naegele	OCA Trainer
Steppen Wirth	OCA Trainer
Claudia Anderson	OCA Trainer
Cindy Burns	OCA Trainer
Marty Wangen	OCA FullCourt Conversion Lead
Shirley Faust	Missoula County Clerk of District Court
Laurie Maloney	Silver Bow County Clerk of District Court
Laura Brent	Yellowstone County Clerk of District Court
Brenda Marks	MAXIMUS Project Manager

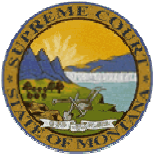
1.4. Track Committee Goals

At a high-level, the goals initially identified for the Track Committee Sessions were to:

- Conduct gap analysis sessions and document which modules in the FullCourt products fully meet, partially meet or do not meet the District Courts' operational needs.
- Discuss and identify potential approaches for change control management given the diverse user base (the Courts of Limited Jurisdiction may have requirements that the District Courts don't want/need and vice versa).
- Review Key Reporting Requirements and strategies for information exchange.
- Document the issues and lessons learned from the Missoula and Mineral County data conversions and conceptualize ways to refine the conversion approach for future conversion efforts.

The goals for each specific track are identified in the Session Results sections below.





2. Case Management & Document Imaging Session Results

This section identifies the goals and outcomes of the Case Management and Document Imaging Track Committee session. The Case Management and Document Imaging Track Committee met on July 30th and 31st. The goals and outcomes of these sessions are identified below.

2.1. Track Committee Goals

The following goals were identified for the Case Management and Document Imaging Track Committee session:

- Demonstrate the core functionality for each function/process and document which modules in the FullCourt product fully meet, partially meet or do not meet the District Courts operational needs
- Review and confirm the requirements identified during pilot for each function/process and identify any gaps/concerns
- Review the standard table values identified during pilot and identify any values that are missing
- Prioritize / assign importance to identified gaps / concerns
- Review process for managing change control and identify any potential changes to this approach

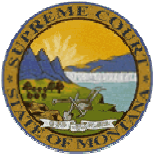
2.2. Demonstration and Gap Analysis Results

The *General Case Management System Use Cases* section of the *Functional Requirements Document* (refer to the FullCourt Rollout Project website for this document) identifies the functional requirements identified during the 4th Judicial District pilot that were demonstrated during the meeting.

Through out the demonstration of the FullCourt Case Management product, the track committee identified which court processes/functions were met, partially met, or not met by the FullCourt product. Each issue or concern identified during the demonstration has been classified as follows:

- **Gap (partially meets, does not meet, is missing)** – Functionality currently available in JCMS that is not available in FullCourt
- **Non-Gap Concern** – Functionality that is not in JCMS but is needed in FullCourt
- **System Defect** – Functionality that is not operating correctly or according to specification (e.g., “Bug”)





Gap Analysis and Track Session Results

For each Gap or Non-Gap Concern identified, the committee assigned one of the following importance classifications for purposes of assisting in the prioritization of enhancements to the FullCourt product:

- **Critical** – “Show Stopper” - cannot perform a vital business function and there is no work around
- **High** – cannot perform a vital business function and there is a work around
- **Medium** – cannot perform a non-vital business function (e.g., can still conduct business without this function but it impacts productivity)
- **Low** – convenience feature, nice to have, work around readily available

Issues identified as a system defect have been reported to JSI for resolution and should be addressed in an upcoming release of the system. Those system defects that were reported to JSI prior to the track meetings were not assigned a priority.

The *FullCourt Case Management Gap Matrix* in *Appendix A* identifies the processes/functions reviewed and whether the FullCourt product meets, partially meets, is missing, or does not meet the District Courts’ operational requirements. The gap description and importance classification is identified for those items that do not meet requirements. The following summarizes the issues and concerns identified in the matrix.

Sixteen (16) functional gaps, twelve (12) non-gap concerns, and nine (9) system defects were identified through the review of the FullCourt Case Management System during this track session. One gap in court processing (non-system issue) was also identified. The following subsections identify the issues raised and the importance assigned to them by the track committee.

2.2.1. Functional Gaps

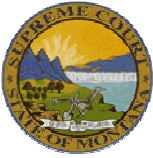
Critical Importance (1 item)

- DOB needs to be changed to Year of Birth on all public reports (Supreme Court Ruling effective 12/31/07) - Provide option to display either the DOB or the Year of Birth on all reports – need by 1/07

High Importance (10 items)

- In order to ensure the correct name is displayed on the case, the counties are having to create duplicate party records for an individual if they have more than one case with different names on each – need an option to select which name to use on each case
- Add Alias Name to Name Index Report (Provide option to include Alias Names on ALL REPORTS) – Note: This is not needed, if system is enhanced to identify the case name.





Gap Analysis and Track Session Results

- Add Alias Name to Judgment Window – Note: This is not needed, if the system is enhanced to identify the case name. If it is not, then should provide list of aliases to select the alias on the case.
- Addition of Department Number Data Field to the Judge's Table
- Addition of Department Number to all calendars
- Enhanced Hearing Prioritization to add user-defined numeric scheduling prioritization
- Allow Alternative Charging Statutes and Modifiers to be entered
 - The work around for these gaps is to enter an Amended Statute then set Finding to "none" and clear Finding Date and save then set Finding to the amended statute finding which will create an ROA that refers to the amended statute
 - Possible solution enhancement: When entering a new Statute that is a modifier the system prompts the user to select which charge you are applying this to (statute table would have to have a flag that identifies modifiers that trigger this prompt)
- System should identify if a sealed case exists but not allow access to it (show count of cases that match but not the case identification information) - currently indicates no matches (can't deny existence of case) - This issue will be referred to the Public Access Task Force for how to implement
- Public Access should have ability to print the Judgment from the Judgment Window. Note: They can print the Judgment Book Report by Judgment Date
- The tabs/labels and case title style on the Domestic Relations, Paternity, Developmental Disable, Adoptions, Paternity, Guardianship, Involuntary Commitment, Neglect, Probate (just petitioner) cases should indicate Petition and Respondent rather than Plaintiff and Defendant. For Civil cases it is based on the subtype whether plaintiff or petitioner

Medium Importance (4 items)

- Provide ability to search text of ROA's - Medium
- Provide Confinement Comment ROA Event – Medium
- Provide ability to specify/select a City Name rather than the State of Montana as Case Title Style for city/municipal cases – Medium – workaround is to create a case sub-type for each city
- Disposition Date is mislabeled - should be changed to Adjudicated Date for District Courts but should remain Disposition Date for Limited Courts (e.g., provide option to specify which based on installation) – Medium

Low Importance (2 items)

- Marriage License List - provide option to report by Date of Marriage or by Date Reported - Low
- Provide ability to print the file location history – Low/Medium





2.2.2. Non-Gap Concerns

High Importance (1 item)

- Inactivate Renumber Docs Button on ROA Window (causes ROAs to be re-sequenced in an inappropriate/illogical manner)

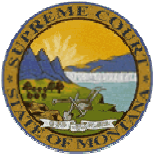
Medium Importance (3 items)

- Change to ROA Sort Option - Provide ability to set a default sort order – default to docs only, newest first
- Allow Option to Default to Docs only ROA Window
- Provide Hot Key option to Physical File Location Window
- Need to trigger an ROA or some other audit trail when an e-mail is sent from FullCourt (Note: This item was identified in the External Interfaces Track Meeting)
- Provide the ability to run the Time Limits Report by all Rules (Note: This item was identified in the Conversion Track Meeting)

Low Importance (5 items)

- Provide an option to select duplex when scanning (to accommodate documents with duplexed and non-duplexed pages)
- Default the physical file location to the name of the person that opened the case
- On the Case File Location window provide option to filter by user group - update security maintenance to specify what groups will be displayed on the File Location window (e.g., provide ability to not display former employees in the list)
- Provide ability to indicate that the file was routed to the Repository two times in a row (e.g., If a new document comes in, Clerks want to document that they routed it to the same place that the file is located)
- Remove the File Number from the Marriage License screens (This is an internal number to DPHHS that does not mean anything to the courts)
- Provide the ability to add or update the file name/document title of a document that is already indexed to an ROA (documents converted from JCMS do not have) (Note: This item was identified in the Conversion Track Meeting)
- Add the Party Type drop down list to each of the party tabs on the Civil Case screen (Note: This item was identified in the Conversion Track Meeting)





2.2.3. System Defects (reported to JSI):

- The ROA displays the plea code rather than the plea description
- Security Maintenance should provide ability to lock users out of the minutes entry – currently public access users can edit the minutes
- The wrong Plea date is being defaulted to the ROA (e.g., should be the plea date not the system date)
- The ROA Date for closing a civil case should match the File Date not the Signed Date
- The ROA Date for Judgment Event is pulling in the date signed rather than the judgment event date
- When View Image it should return to the ROA that the user was on rather than to the top of the ROA list
- Remove the Save prompt that displays when the user navigates off the calendar and hasn't made any changes - If the user selects Yes then the date/timestamp is updated
- No Consecutive Charge ROA Event
- Add change back amount to the Miscellaneous Receipt

2.2.4. Process Gaps

- Same-day hearings are not entered on the calendars

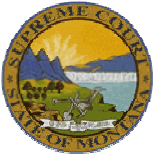
2.3. *Records Retention Discussion*

The 2007 Legislature approved funding to implement an enterprise document management solution for the Judicial Branch.

The state-wide standards provide for two options – IBM's FileNet and Microsoft's SharePoint. A decision on which solution to pursue is still pending. Initial testing with FileNet identified some bandwidth issues (e.g., the amount of time to transfer documents from the county to a central state repository was unacceptable). Thus, the decision was made that all documents and images would be stored locally (at the county) for the initial roll-out of FullCourt. Given this decision, the OCA needs direction on whether they need to create a utility that will take the images that have been scanned into FullCourt and convert them to an offsite storage media (e.g., microfiche).

The OCA estimates that it will cost approximately \$250,000 in storage costs per year just to store the current (existing) documents within the Branch into an enterprise document management repository. Thus, it is recommended that the focus be on only capturing those documents that have a permanent records retention classification in the enterprise document management system.





2.4. Decisions and Recommendations

2.4.1. Recommendations

The following recommendations were identified during the track committee sessions:

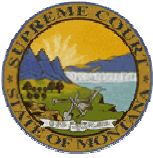
- There are no state standards for capturing party descriptors. Recommendation is to enter all of the information where there is documentation to support accuracy – Missoula County enters as much information as they have (from the MANS form).
- There are no state standards for data entry formatting. Recommendation is for counties to establish their standards for data entry up front before they start using FullCourt (e.g., are you going to use punctuation or not?).
- It is recommended that the OCA gather their statistics from the Central Court Repository rather than having the Courts send monthly/annual reports. Different courts are running and submitting their reports at different times which results in inconsistent statistics and re-entry of the data leads to errors.
- In planning for the implementation of an enterprise document management solution, it is recommended that the focus be only on capturing those documents that have a permanent records retention classification.
- The “Inactivity Dismissal” function in FullCourt can be used to automatically set the status of all open marriage license application cases to inactive after 180 days.
Note: The OCA will be contacting the District Court Counsel to validate that it is appropriate/legal to allow the system to automatically inactivate cases.

2.4.2. Decisions

The following decisions were made / agreed to during the track committee sessions:

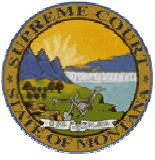
- The *Change Management Policy* (refer to the FullCourt Rollout Project website for this document) was accepted. In addition, it was decided that any critical/time-sensitive items can be submitted to the change committee via e-mail (as opposed to waiting until their regularly scheduled meeting) and a response on whether the change is approved can be expected within 24 hours.
- The State File Number on the marriage application form is an internal number to DPHHS and does not need to be captured in FullCourt.
- *Case Type and Sub-Type Changes:*
 - Add the following case sub- types:
 - Identity Theft as a Civil Case sub-type
 - Care Taker Relative as a Domestic Relations sub-type
 - Termination of Parental Rights as a Domestic Relations sub-type
 - Extradition as a Criminal Action sub-type
 - Extradition as a Juvenile sub-type





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- Domicillary Foreign PR as a Probate sub-type
- Remove the following case sub-types:
 - the duplicate Civil - Conversion sub-type
 - Guardian Ad Litem sub-type
- *Case Style Changes:*
 - Change Domestic Relation's case style to Petitioner and Respondent (as opposed to Plaintiff vs. Defendant)
 - Change Civil – Name Change case style to “in RE the Name Change of % <plaintiff>”
 - Change Civil – Reinstatement Driver License case style to “Petitioner and Respondent”
- *Finding Changes:*
 - Remove (inactivate) the following Findings:
 - Court Accepted the Defendant's Plea and found the Defendant Guilty
 - Court accepted the Youth's admission(s) and declared the Youth a Delinquent Youth
 - Dismissed
 - Add the following Findings:
 - Not Guilty By Jury (Juvenile, Criminal)
 - Guilty By Jury (Juvenile, Criminal)
 - Deferred Prosecution (Criminal)
 - Dismissed by Court
- *Hearing Type Changes:*
 - Add the following Hearing Types:
 - Mental Health Court
 - Family Drug Court
 - Adult Drug Court
- *Judge Reason for Removal Changes:*
 - Add “Substituted”
- *Condition of Bond Changes:*
 - Add “Electronic Monitoring”
- *ROA Code Changes:*
 - Update DOCMARLI (Marriage License) ROA Code to not be identified on a Juvenile case
 - Move “Affidavit and Motion for Leave to File Information” under DOCMOTN (it is not a charging document)

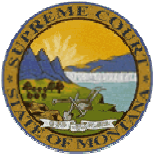


2.5. Action Items

The following action items were identified during the track committee sessions:

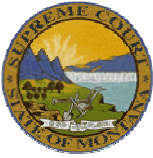
- **District Court Counsel Items:**
 - Need a decision on whether the Automatic Inactivity Dismissal functionality should/can be implemented
- **Clerk's Association Items:**
 - Identify whether everything should be calendared (e.g., same-day hearings) – Best Practice question since right now you cannot look at a Judge's calendar and see his true workload.
- **Public Access Task Force Items:**
 - What are the requirements for public access to sealed cases?
 - How important is it to perpetually store a redacted public view document?
- **Automation Committee Items:**
 - Review the National Center for State Courts' list of case type standards
 - Determine whether "Youth in Need of Care" should be added as a case sub-type to the Juvenile cases
 - Determine whether Marriage License Statutes and Special Books should be added to the Uniform Case Filing Standards
 - Review and validate the identified code table changes from the Track Committee sessions
 - Consult with Bob Peake to identify standards for entering Juvenile cases – When a Juvenile is sentenced they are not sentenced on each count. There will only be one filing per Juvenile and any new petitions will be filed into that case. Shouldn't be showing criminal charges on Juvenile cases.
 - Determine how the Civil – Emancipation case style should be worded
 - Discuss options for moving the counties toward using the Minute Entry feature of FullCourt (after Training Staff has researched this capability)
 - Review the FullCourt Document Types / ROA Code cross-reference
 - Determine whether a utility needs to be created that will take the images that have been scanned into FullCourt and convert them to an offsite storage media (e.g., microfiche)
- **OCA FullCourt Implementation Team Items:**
 - Develop a glossary of definitions and when they should be used for the following:
 - Case Types and Sub-Types
 - Findings
 - Hearing Types





Gap Analysis and Track Session Results

- Add to county readiness discussion checklist:
 - Default prosecutor identification
 - Identifying which Judges are local
 - Automatic Inactivity Dismissal functionality – (if the District Court Counsel determines that this functionality should be implemented)
 - Specify City of <city name> (instead of State of MT) in the Municipal Court Appeal case title style
- Prepare Automatic Inactivity Dismissal Functionality materials for presentation to the District Court Counsel
- Determine whether the processes to load new attorneys and agencies retains the attorney's law firm information if the attorney already exists in FullCourt (Missoula spent a lot of time identifying the law firms for their attorneys)
- Test and identify the FullCourt Minute Entry functional capabilities so options for moving the courts toward using this feature can be presented to the Automation Committee
- Identify whether there are any reports that track how many cases were assigned to a public defender (e.g., what is the benefit of checking this box?)
- Determine whether the Civil - Conversion sub-type can be removed
- Create new "Nolo Contendre" plea and uncheck all case types for the existing misspelled "Nolo Contrende" plea



3. Jury Management Session Results

This section identifies the goals and outcomes of the Jury Management Track Committee session. The Jury Management Track Committee met on August 1st, 2007. The goals and outcomes of this session are identified below.

3.1. Track Committee Goals

The following goals were identified for the Jury Management Track Committee session:

- Demonstrate the core functionality for each function/process and document which modules in the FullCourt product fully meet, partially meet or do not meet the District Courts operational needs
- Review and confirm the requirements identified during pilot for each function/process and identify any gaps/concerns
- Review the standard table values identified during pilot and identify any values that are missing
- Prioritize / assign importance to identified gaps / concerns

3.2. Demonstration and Gap Analysis Results

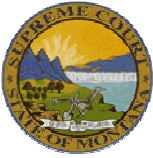
The *Jury Management System Use Cases* section of the *Functional Requirements Document* (refer to the FullCourt Rollout Project website for this document) identifies the functional requirements identified during the 4th Judicial District pilot that were demonstrated during the meeting.

Through out the demonstration of the FullCourt Jury Management product, the track committee identified which functional requirements were met, partially met, or not met by the FullCourt product. Each issue or concern identified has been classified as follows:

- **Gap** (*partially meets, does not meet, is missing*) – Functionality currently available in JCMS that is not available in FullCourt
- **Non-Gap Concern** – Functionality that is not in JCMS but is needed in FullCourt
- **System Defect** – Functionality that is not operating correctly or according to specification (e.g., “Bug”)

For each Gap or Non-Gap Concern identified, the committee assigned one of the following importance classifications for purposes of assisting in the prioritization of enhancements to the FullCourt product:





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- **Critical** – “Show Stopper” - cannot perform a vital business function and there is no work around
- **High** – cannot perform a vital business function and there is a work around
- **Medium** – cannot perform a non-vital business function (e.g., can still conduct business without this function but it impacts productivity)
- **Low** – convenience feature, nice to have, work around readily available

Issues identified as a system defect have been reported to JSI for resolution and should be addressed in an upcoming release of the product. Those system defects that were reported to JSI prior to the track meetings were not assigned a priority.

The *FullCourt Jury Management Gap Matrix* in *Appendix B* identifies the processes/functions reviewed and whether the FullCourt product meets, partially meets, is missing, or does not meet the District Courts’ operational requirements. The gap description and importance classification is identified for those items that do not meet requirements. The following summarizes the issues and concerns identified in the matrix.

Eighteen (18) functional gaps, fourteen (14) non-gap concerns, and ten (9) system defects were identified through the review of the FullCourt Jury Management System during this track session. The following subsections identify the issues raised and the importance assigned to them by the track committee.

3.2.1. Functional Gaps

Critical Importance (7 items)

- Ability to maintain two separate master juror lists containing the same jurors (e.g., identify juror list by year). If a matched juror record is already allocated to a group at the time of importing the Secretary of State’s file, the juror record cannot be pulled to the next year’s group.
 - Only work around is to load the SOS file without matching turned on which results in duplicate juror records being created. This requires the clerk to search multiple groups/panels to determine the juror’s history.
- Maintenance of permanently excused records - Permanent Excusal Records Retention – Currently all statuses, including Permanently Excused are cleared when clearing the status of jurors in a group.
 - Recommended Solution: When asked the question of clearing the status of the jurors in a group, the system should present a window that allows the user to select which statuses to clear.
- Ability to export multiple juror groups by year for each limited court filtered by ward.
- Panel History - Allow users to get a listing of panels after they've been deleted (released) – High/Critical





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- Group History - Allow users to get group yield (statistical) reports after they've been deleted (released) – High/Critical
- Imaging functionality and the ability to attach the images to Jurors that are pulled for a panel – High/Critical
- Ability to default the jurors' status to the status of the clerk's choosing when a group is pulled – High/Critical

High Importance (8 items)

- Ability to default the post-summons panel status to the status of the clerk's choosing when a panel is pulled – Medium/High
- Ability to create a list of SOS juror records that failed to load and the reason why (e.g., When loading the master file from SOS it should tell you if a record fails because it does not meet the age requirement).
 - Work around is to create a spreadsheet and sort on birth date
- Ability to track juror special accommodations (ADA) – information should be available from the Jury Master main screen and as a flag on the Panel screen
- Ability to draw additional jurors, filtering by a designated area of the county based on city and ward
- Ability to lock (define the security for) the Limited Jurisdiction group for use by the Jury Commissioner
- Add Panel Selection (Seat) Number to Voir Dire and Merge Codes - After a final panel is selected, Voir Dire documents must be generated for only the jurors selected for the jury. Each selected juror is assigned a seat number, and that number must appear on the final Voir Dire documents for selected jurors.
- If a juror is excused the Seat Numbers of the jurors should be renumbered on the final Voir Dire Report (move following seat numbers up so sequential with no gaps – e.g., if juror who was in seat #2 was excused then juror with seat #3 should become juror seat #2, etc.)
- Provide option to run the Yield (Statistical) Report by Panel

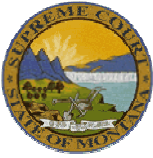
Medium Importance (2 items)

- Juror SSN should not be on the Juror Sign In Affidavit
- Allow for mass assignment of juror status and next eligible date by juror number or reporting number (ability to mass excuse people who are non-deliverable)

Low Importance (1 item)

- Juror Unavailability Report (importance was not specified during the track meeting)





3.2.2. Non-Gap Concerns

High Importance (5 items)

- Provide option to specify a default Juror Status when creating a group – Medium/High
- When selecting jurors to pay it brings up jurors with a status of No Show
- The Add Expenses window should indicate if Juror has already been paid for the trial
- Change Half Days to be defaulted to 1 day on the Add Expenses window for jurors that were summoned but not serving
- Allow expense and disbursement records not tied to a specific juror but reference a group or panel (i.e. meals, witness fees, etc.). *Note: some of the expenses may be better managed in the case management system (e.g., witness expenses)*

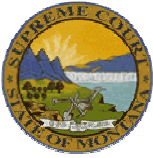
Medium Importance (5 items)

- Add the “Period of Unavailability” flag to the main juror tab of the juror master screen or better yet make the Availability button red/bolded if there is an unavailability record
- Provide the ability to indicate the reason for a Juror’s unavailability
- Add a Save As option for all Reports (to accommodate the need to re-create a report for a group or panel that has been deleted). *Note: This requirement will be a high priority if the historical group and panel reporting functionality is not provided (identified as critical gaps)*
- Change “Delete” buttons and labels to “Release”
- The Jury Master Purge functionality should only be available to system administrators (e.g., the OCA). Provide a separate administrator role called "Jury Manager" that has all of the administrator functions except the Master Jury Purge.

Low Importance (4 items)

- Indicate on Jury Master record tabs whether data is present on that tab – If possible change the color (of the tab or tab text) if data is present
- Add physical address zip code to group window for sorting so can print and send a list to the Sheriff’s office of people who have not responded and need to be served
- Panel- Select Group window (when adding jurors to a panel from a group) - Enhance to display pointing finger rather than just bolding the selected group
- Either take the Disburse button off the Panel Select screen or else change it to generate the Batch Disbursement Report





3.2.3. System Defects (reported to JSI):

- The Jury List Errors at 1000 records. Note: This issue also results in the Juror Questionnaire not being added to the Juror's Document History.
 - Work around: OCA can create an Excel spreadsheet of the Jury List
- Once a Juror is qualified, their Next Eligible Date should be set to the group end date (e.g., beginning of the next Jury Term). Currently sets to 1 year from the date the panel status is changed.
- When a panel is deleted (released) that has a next eligible date, it is pulling the juror again into another panel even though there was a next eligible date.
- Half Days on the Add Expenses window should be defaulted to zero rather than the number of trial days
- Default mileage is miscalculated on the Add Expenses window (it is multiplying by the number of trial days but juror only gets paid for one day of travel)
- The Panel Name is showing in Address column on the Juror Expense Report
- The name of the trial panel is not displayed in the Re-print Batch window - only the date of the last batch printed
- Formatting of the last 4 digits of the SSN from the SOS import is incorrect (displaying as first 4 digits)
- Summons Status Maintenance should be labeled Group Status Maintenance
- Trial Status Maintenance should be labeled Panel Status Maintenance

3.2.4. Process Gaps

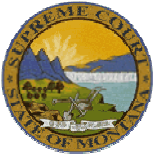
- None identified.

3.3. Recommendations

The following recommendations were identified during the track committee session:

- Pursue changing legislation so that an individual cannot be eligible to be drawn twice during the same 12 month period.
- When entering juror unavailability dates, it is recommended that you expand the dates to include a period of time before and after their actual unavailability dates to reduce the risk of sending someone a summons that is on vacation or not at home (e.g., if the trial date is the day after they become available again there is a risk that they could be summoned during the time they are unavailable since FullCourt does not consider unavailability against the summons date through trial completion).





3.4. Decisions

The following decisions were made / agreed to during the track committee session:

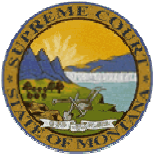
- The District Court Automation Committee and the Courts of Limited Jurisdiction Automation Committee will be considered the change control board for the FullCourt Jury product.
- Adding all of the juror questionnaire answers to the juror record is not needed.
- The SOS Voter Registration address will be the address loaded into the juror record. This address is considered more up to date than the driver's license record. Licenses do not need to be renewed but every 8-12 years whereas individuals that vote will be updated the next time they vote which is at least every 4 years for general federal elections.
- The functional requirement to be able to filter/search/verify individual jurors do not appear on a master list more than once is met through the matching criteria of name, DOB, and SSN when the master jury list is loaded.
- An option to mark a juror to not be included on certain types of cases (e.g., police officer shouldn't be included on a criminal trial) is not needed at this time.
- Trial Statuses:
 - Served
 - Appeared but not Selected
 - Excused
 - No Show
 - [None]
- An "Absent" column will be added to the Voir Dire Document
- The Jury Roll Call document will be alphabetical by last name rather than by first name
- A new "One Day One Trial" group status will be added that will automatically populate the jurors' next available date to the next jury term when the panel status is set to Jury Serving as a Juror

3.5. Action Items

The following action items were identified during the track committee session:

- **Clerks Legislative Committee Items:**
 - Review the statutes for drawing jurors and pursue changing so jurors cannot be drawn twice during the same 12 month period (rather than the jury term).
- **HB540 Task Group Items:**
 - Should voters that are not yet 18 be included in the Jury Master List?





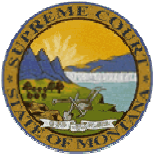
➤ **Automation Committee Items:**

- Identify the importance of the Juror Unavailability Report (importance was not specified during the track meeting)
- Identify Jury Questionnaire Standards (is Notary Certification required)
- Check Printing from Jury Module - Determine whether this functionality is wanted/needed by clerks and if not, pursue changing Legislation so it is no longer the Clerk's responsibility
- Explore standardizing Summons and Greeting based on jurisdiction

➤ **OCA FullCourt Implementation Team Items:**

- Draft a standard for Jury Master Purging and review with the Automation Committee to finalize then present it to the District Court Counsel and Commission on Courts of Limited Jurisdiction
- Draft a standard for how long information should be retained in the system for statistical purposes and bring it before the Automation Committee for review then present to the District Court Counsel and the Commission on Courts of Limited Jurisdiction
- Add to county readiness discussion checklist:
 - Explain that jurors cannot be pulled into groups two years in a row and whether this will be an issue for them. If so, explain work around of loading the SOS file without matching turned on which results in duplicate juror records being created.
 - The system does not check whether the juror is unavailable at the time the summons is created so there is potential to send a juror a summons when they are on vacation or not at home if the trial is occurring after their unavailability dates yet the summons is created during their unavailability dates.
- Update Training Manuals with the approved status changes
- Arrange meeting with clerks to review the change requests and get details – [Done – Tuesday, Aug 28th](#)
- Determine if the issue with the last 4 digits of the SSN being displayed in the first 4 digits is an issue with the import layout or a bug in the system
- Determine if you can still run a group yield report for a group even after the group has been deleted (if not, pursue this as a critical change)
- Identify what the “Previous Group” option on the Juror Unavailability window does and e-mail answer to Jury Track Committee.
- Ask JSI why the system pulls jurors with a postponed status to a new group even though they are already in a group and e-mail answer to the Jury Track Committee.
- Ask JSI if the system is looking at Qualified, Postponed rather than next eligibility date
- Talk with JSI about why it takes so long to print the Jury Summons





4. External Interfaces Session Results

This section identifies the goals and outcomes of the External Interfaces Track Committee session. The External Interfaces Track Committee met on August 2nd, 2007. The goals and outcomes of this session are identified below.

4.1. Track Committee Goals

The following goals were identified for the External Interfaces Track Committee session:

- Review statewide statutory-required reports (As Is)
- Review different models for information exchanges (Future) – identify other information exchange initiatives that are being pursued outside the FullCourt implementation (IJIS Broker, CSED/Vital stats, Probate, Statistics)
- Review the Court Central Repository
- Discuss whether the current JCMS CSED/Vital Statistics Interface is a requirement for FullCourt.

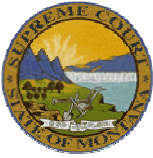
4.2. Track Committee Discussion Notes

Refer to the FullCourt Rollout Project website for the presentation material and handouts reviewed during this track committee session. The following are some key discussion points captured during the meeting:

4.2.1. General Integration Discussion Notes

- Current FullCourt Information Exchange capabilities include:
 - Interface to the Court Central Repository (CCR)
 - Import/Export Module
 - Ability to e-mail within the application
- FullCourt Reporting capabilities include:
 - Oracle database (data dictionary)
 - 250+ canned reports
 - Ability to use 3rd party reporting tools (PL/SQL, Crystal Reports)
- Last year's survey identified that electronic exchanges were a high priority
- Three of the Judicial Branch's strategic initiatives pertain to information exchange:
 - *Objective 2.4:* Reliable, authentic public information will be accessible via a web browser where appropriate. To address this initiative the branch has identified the following action items for FY07-FY09:
 - Deploy standard public court document search application.
 - Add Water Court Significant Case Document Search.





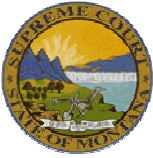
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- Explore e-government service offerings by Montana Interactive.
- *Objective 2.5:* The Judicial Branch will encourage appropriate electronic information exchange with authorized entities. To address this initiative the branch has identified the following action items for FY07-FY09:
 - Continue work with the Montana Integrated Justice Information Systems (IJIS) group to define and automate criminal justice information exchanges in accordance with national information sharing standards.
 - Work with the new Office of the Public Defender to identify and improve information sharing procedures.
 - Continue work with the Secretary of State, Department of Justice, and county Clerk and Recorders on combined voter-driver lists used in jury management.
- *Objective 5.1:* The Judicial Branch will establish a central repository of court information that ensures reliable and appropriate access to system information and reliable data recovery. To address this initiative the branch has identified the following action items for FY07-FY09:
 - Maintain the central repository established in 2006.
 - Configure all FullCourt courts to replicate to the central repository.
 - Update security, access and exchange rules as appropriate for the central repository.
- The Justice Information Exchange Model (JIEM) is a business reference model for justice information exchanges. The model identifies 663 standard exchanges that are common to most jurisdictions.
- Of the seven justice agencies (Court, Prosecutor, Law Enforcement, Victim Services, Jail, Corrections, Local Probation), the Court is the sender and receiver of 28% of the information exchanges between these seven agencies.
- An information exchange architecture is needed to support any and all information exchanges.

4.2.2. IJIS Broker Demonstration and Discussion Notes

- The Department of Justice's (DOJ) Integrated Justice Information System (IJIS) Broker project is the architecture that is being pursued for Court information exchanges as well as for other information exchanges within the state. Refer to the *Integration & Information Sharing Presentation* on the FullCourt Rollout Project website for an overview of this project.
- IJIS Broker Benefits:
 - Re-usable platform
 - Single system to manage the transport of justice information
 - Ability to translate values
 - Ability to transform data structures





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- DOJ has historically been the steward of criminal information exchanges and has a substantial investment in the IJIS Broker. The DOJ is happy to share this product with other agencies and noted that exchanges can happen between disparate agencies that the other agencies using the Broker don't need to know anything about. By utilizing the IJIS Broker the Branch is able to take advantage of the investment already made in an existing architecture
- The IJIS Broker project addresses a problem that every state is trying to solve and is going to be a case study at the Court Technology Conference in Tampa, FL in October.

4.2.3. CCR Demonstration and Discussion Notes

- The CCR is used for electronic information exchanges, statewide statistics and catastrophic recovery if a court's local database is lost
- In the repository every court exists as its own separate schema
- The CCR is updated nightly
- FullCourt replicates all data to the CCR but not images (limited courts did not have images)
- The suspension and re-instatement transactions were discontinued due to a pending lawsuit. The Supreme Court has upheld the process and these transactions can now be turned back on.
- Version 2 is in development right now which will allow the courts to grant web access to the CCR to local individuals through the FullCourt security setup. Refer to the Integration & Information Sharing presentation on the FullCourt Rollout Project website for all of the changes being implemented in version 2
- The look and feel of the web application interface into the CCR can be customized
- Currently the web application is behind the State's firewall – The Branch needs to make some decisions about what information should be opened up to the public before making it accessible outside of the state network
- "Public" Access
 - Access to each court's calendar for the next 7 days
 - Statistical reports by month/year for a specific court or all courts based on:
 - Case type
 - Disposition by statute
 - Hearing Results
- Non-Public Access
 - Case and Party Search / Case History – with or without ROAs
 - Exchange Error Query – that allows court to resolve the error and resend
- The Branch envisions providing a judicial calendar for judges that represents all of the courts that a judge presides over – a decision needs to be made as to which calendar should be made public





4.2.4. Concept of Operation for Electronic PSI and Judgment Discussion Notes

- E*Judgment NCHIP Grant was awarded Oct 2006
- Goal – get the judgment out at the sentencing hearing
- Missoula County created a template in FullCourt that allowed the judgment to be created at the sentencing hearing from the bench. This is currently not being done on the bench since the judgment would need to be entered prior to the hearing and then confirmed/changed during the hearing and the sentence information should not be made public prior to the hearing.

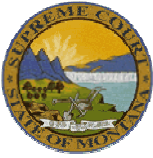
To address this issue a new Preliminary Judgment/Sentence Recommendation window is being developed in FullCourt (August release) that will only be available to the Judge/Judicial Aid for modifying/committing the sentence from the bench and printing the judgment document out.

- A future exchange is being explored where the Probation Officers could enter the PSI in their system and have the IJIS Broker transfer it to FullCourt.
- The sending of the judgment could be through e-mail or through the IJIS Broker or both.
- Page 4 of the Concept of Operation identifies all of the exchanges that could be developed.

4.2.5. Key Reporting Requirements Discussion Notes

- **Child Support Enforcement Case Registry (40-5-907 & 40-5-908)**
 - The committee discussed whether the current process of submitting the form electronically to CSED is really necessary / beneficial. The following gaps between the statutes and the current process were identified:
 - 40-5-906 specifies that there should be an advisory board – currently there is not one so there is not a governing body identified to address issues/questions
 - 40-5-907 refers to case registry confidentiality not the form – question posed to CSED – Is the information protected up until the time it is entered into the case registry?
 - 40-5-923 provides for opportunity to provide electronic filing but does not mandate it
 - Track Committee Observations:
 - The form is not designed well for data entry – not clear what the information requirements are – trying to capture too many disparate things

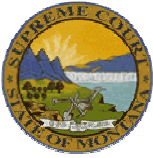




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- It is not clear what CSED is doing with the information as it has been stated that they don't really use any of the information on the form that is not currently captured in FullCourt
 - It seems that the Courts should just be sending CSED the judgment – Concern: Can we maintain the fee and send different information (e.g., court documents)?
 - It is not worth the money to build a custom screen in FullCourt to capture the information electronically since many counties are mailing the forms rather than entering and using the electronic exchange
 - The IJIS Broker would be the optimal solution for electronically submitting the information
- **Vital Statistics Reporting (50-15-301, 50-15-302, 50-15-303, 50-15-304, 50-15-311)**
- Required reporting of marriage, dissolution, and adoption information to DPHHS
 - Vital Statistics Division has indicated that they are not happy with the quality of the information that they are receiving from JCMS
 - The Branch should pursue options for submitting adoption information electronically and identify whether the Certificate of Adoption (with signature) is necessary
 - OCA will approach DPHHS about forming an Advisory Committee and will look to the Clerk's Association to help
- **Estate/Probate Reporting (72-3-1015)**
- What DPHHS is really interested in is the probate information on people that have recently died and they are sharing this information with Department of Revenue (looking for fraud)
 - If clerks would be willing to enter the date of death then FullCourt would have the information they need
 - FullCourt meets the Title 72 probate reporting requirements (cases that are two years old) and we can work with DPHHS to determine if there is additional information that they need that can be captured/reported
 - Note: a snapshot from JCMS can also be taken for probate reporting
- **Criminal Disposition Reporting (44-5-213 and 46-18-204)**
- Disposition reporting requirements within 15 days of disposition – 30 days if determination is made to terminate proceedings
 - Allows CAO to report dispositions
 - The MANS Form which is used to tie a disposition to an arrest event was developed when manual finger printing was still being used
 - 44-5-213 – allows the dispositions to be reported electronically

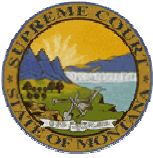




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- 44-5-202 – specifies that all felonies and misdemeanors where the accused was incarcerated need to be fingerprinted – The clerks do not have this information in a timely fashion unless they have access to the MANS forms
 - Ideally the Sheriff's office would enter the MANS form information in their system and the IJIS Broker would transfer to the prosecutor, the prosecutor would enter the charge and it would be transferred to FullCourt
 - MANS # is the arrest number – really need to be capturing and tracking to the State ID #
- **Traffic Convictions (61-11-101)**
- Requires reporting of traffic convictions to the Department of Justice within 5 days of final conviction
- **Judgment & Sentencing Orders (Title 46, Chapter 18)**
- *Note: The Department of Corrections was unable to attend this discussion*
 - Refer to the Concept of Operation for Electronic Pre-Sentence Investigation (PSI) Report and Judgment discussion notes above
 - Concern: Clerks of Court are frustrated that they are continually be asked by DOC personnel for documentation/information that originated in DOC
 - Some counties are now e-mailing judgments to a DOC repository which requires the document to be in TIF format – before this process can be established statewide the limitations of the e-mail server if all 56 counties start using this process need to be considered
 - Documentation of the process for sending the judgment information to DOC needs to be developed
 - If e-mail is identified as the preferred process, then the FullCourt product needs to trigger an ROA or some other audit trail when sending an e-mail from within the application
- **Potential Future exchanges**
- Probation Officers could enter the PSI in the DOC system and have the Broker transfer it to FullCourt
 - Judgment from FullCourt to DOC
 - Disposition from FullCourt to DOJ MVD for felony driving/DUI convictions
 - Integration of FullCourt and CenterCourt (pushing data from FullCourt to CenterCourt) for publishing a public calendar
 - Pushing information from Justice Court to District Court to Supreme Court
 - County Attorney JustWare push of Affidavit, Order Information to FullCourt





4.3. **Decisions**

The following decisions were made / agreed to during the track committee session:

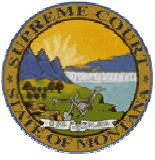
- The current JCMS CSED/Vital Statistics interface has not been implemented in the FullCourt product. This business practice needs to be refined / clarified with DPHHS. In the interim the clerks should mail the forms to the DPHHS.
- IJIS Broker is the architecture being pursued for information exchanges.
- FullCourt meets the Title 72 probate reporting requirements (cases that are two years old) and we can work with DPHHS to determine if there is additional information that they need that can be captured/reported.
- The statutory reporting requirements are met through the 250+ canned reports built into the FullCourt product as well as through the ability to use 3rd party reporting tools such as Crystal Reports and PL/SQL.
- Each district can (if needed) add their local ordinances to their instance of the FullCourt statute table (These ordinances will not be part of the enterprise statute table).
- Exploring the ability to replicate the images stored in FullCourt to the CCR is a large project that will not be pursued until after the FullCourt implementation - Since the images can be e-mailed to the interested parties, that is considered an acceptable workaround.

4.4. **Action Items**

The following action items were identified during the track committee session:

- **Automation Committee Items:**
 - CCR Web Access discussion points for the Automation Committees (District and Limited Courts):
 - Recommend improvements to the CCR Web user interface
 - Determine whether a CCR Web user ID established by a local clerk/court should limit access to only that court's records
 - Define the different CCR Web user roles and each role's access – courts, attorneys, prosecutors, public, etc.
 - Identify what MOUs or agreements should be in place for granting access to the CCR Web
 - Identify what information should be made public on the CCR Web (Statistics only?)
 - Concern: Need to be very careful about excluding access to information that is public record by statute – Recommended guideline: If it's public and it's available electronically the same rules apply (statute does not require that the courts provide the technology)





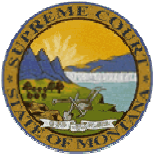
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➤ **Public Access Task Force Items:**

- Request recommendations as to what information in the CCR can and cannot be published on the public CCR website

➤ **OCA FullCourt Implementation Team Items:**

- Publish the External Interface meeting handouts and presentation on the project website
- Provide instruction on Continuances in FullCourt Training
- Create survey to gather requirements / standards for the CCR Website
- Work with DOC to develop the process/procedure for sending (e-mailing) judgments to DOC and once established incorporate into FullCourt training
- Approach DPHHS about forming an Advisory Committee to resolve the information exchange concerns with CSED and VSD
- Research e-mail capabilities in FullCourt and determine if it creates an audit trail that the e-mail was sent (If not, add to enhancement list)



5. FullCourt Conversion Session Results

This section identifies the goals and outcomes of the FullCourt Conversion Track Committee session. The Conversion Track Committee met on August 3rd, 2007. The goals and outcomes of this session are identified below.

5.1. *Track Committee Goals*

The following goals were identified for the Conversion Track Committee session:

- Review the JCMS data that can be converted with the existing utility and identify any other data that is needed that can be added to the conversion utility.
- Explain why certain data cannot be converted.
- Determine (reach consensus on) data conversion decision points (e.g., If current CMS allows multiple values and FullCourt only allows a single value, which value should be converted?).
- Verify/modify assumptions for conversion

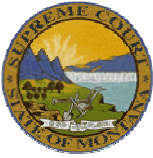
5.2. *Conversion Challenges and Lessons Learned*

The biggest challenge for the conversion from JCMS to FullCourt is that the data to be converted is unpredictable from county to county due to the following factors:

- Flexible database (JCMS code values can be modified)
- High turn-over
- Lack of training

In addition to the disparity in how each county captured case data in JCMS, there are also some basic differences between how JCMS and FullCourt capture and interpret data. As such, a consensus on the specific rules / assumptions for how the data will be converted is needed. The decisions arrived at in this track meeting and captured below along with the *Team Decisions and Assumptions* document on the FullCourt Rollout Project website identify the rules / assumptions that will be followed for the FullCourt conversion.





Lessons Learned:

- As part of the FullCourt pilot, only active cases were converted for Missoula County. The court quickly realized that cases are rarely completely inactive which has resulted in Missoula County having to manually enter old cases into FullCourt. Based on this experience, the decision was made to convert all JCMS cases that can be reasonably converted.
- To help ensure that there are no surprises, a development area will be provided for each county that will allow them to review their data as it will be after it is converted. This preview will provide the counties a better understanding of how FullCourt manages the data and will facilitate the decision making process for how JCMS data that does not map directly to FullCourt should be managed.
- A concern identified during the track meeting was the risk of clerks viewing the converted data and assuming that is how information for new cases should also be captured. There are several instances where JCMS data cannot be accurately converted to their FullCourt counter-part fields due to missing required values. In these cases, the data will be converted into comment fields. The FullCourt implementation team will review this issue with the counties to help ensure that converted data is not used as the example for new data entry.
- It is recommended that access to JCMS after conversion be limited to inquiry-only access to reduce the risk of counties continuing to enter case information in JCMS. After six months to a year it should be evaluated whether this access needs to continue (Note: Missoula will need to have update access until all of their cases are converted to FullCourt).
- In addition to the lessons listed here, many of the conversion decisions identified below are a result of lessons learned during the 4th Judicial Precinct pilot.

Statute Table Notes:

- The FullCourt system is configured to automatically calculate fees based on the statute selected.
- A core group of court judges maintains the statute table that is utilized in FullCourt. This committee of judges meets every month to determine whether there are any necessary additions. This process has made the FullCourt statute table the best in Montana. Fewer than 10 statutes needed to be added over the year of pilot.
- The Branch is hoping to get prosecutors to start using the same table.





5.3. *Conversion Decisions*

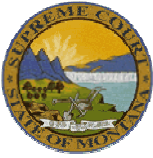
The following decisions on how JCMS data will be converted to FullCourt were made / agreed to during the track committee session:

- All JCMS cases, whether active or inactive, that can reasonably be converted will be converted
- The conversion utility should convert newest record information first so that if more data is in JCMS than can be converted to FullCourt due to size limitations then the latest information will be converted – Note: Any data that cannot be converted needs to be identified in an exception file for the Clerk's to review.
- If a county has a case type or sub-type that does not readily map to the FullCourt definitions then the Clerk will need to review and pick the correct FullCourt type
- JCMS Case Notes will be converted to the FullCourt Case Comments
- JCMS Check In/Check Out should be converted to the FullCourt Case File Location if it is determined that the clerks use this functionality in JCMS
- Case Status Date – The most current date will be converted based on the following rules:
 - If there is a current closed date the status will be set to closed and the status date is the most recent closed date else the status date is the most recent open date
- Case Status Mapping
 - The valid Case Statuses in FullCourt are:
 - Open
 - Closed
 - Inactive
 - If there is a current Closed Date in JCMS the case status will be set to Closed in FullCourt regardless of what the JCMS status is set to. If there is not a current closed date then the JCMS case status will be converted as follows:
 - Appeal = Closed
 - Closed = Closed
 - Consolidated = Open
 - Inactive = Inactive
 - Open = Open
 - Pending = Open
 - Reopen = Open
 - Record Sealed = Open
 - Stayed = Open
 - Void = error out
 - The clerk will need to map any other county-specific case statuses to a FullCourt status prior to conversion





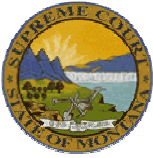
- Judge Mapping
 - Judges in JCMS will be converted (mapped to) to the judges in FullCourt based on the judge's number not the judge's name
 - The judge identified on a case in JCMS will be converted as the current judge on the case in FullCourt
- Party Files
 - Unknown will be populated in the Party's last name and company name if no name was identified in JCMS
 - If there is a sub-role identified in JCMS that is not in FullCourt it will be converted to Other and the name of the nonconforming JCMS sub-role will be entered into the FullCourt Other Party Comment field (if the conversion utility can be changed to accommodate this)
 - If there are multiple MANS numbers identified for a Party in JCMS the oldest (first) MANS number will be the number converted to FullCourt
 - All attorneys whether valid or invalid will be converted from JCMS and then inactivated in FullCourt so only valid attorneys can be selected going forward (Note: The conversion will not identify errors in the JCMS attorney data)
- ROA Files
 - Registers without text will be converted with the text of "JCMS Register Text Empty"
 - If there is not a Judge identified for an ROA in JCMS it will be converted to "Judge Unknown" in the ROA in FullCourt
 - All of the ROAs from JCMS will be converted with a code of "CONVERT"
 - If an ROA in JCMS has both a document and an image then two ROAs will be created in FullCourt – the first ROA will have the image and the second ROA will have the document and will be numbered as .1 of the first ROA's number (e.g., 10 and 10.1)
 - The ROA Text will be inserted as the image title in FullCourt if there is not an image title identified in JCMS (limit 64 chars)
 - The ROA Text will be inserted as the document title in FullCourt if there is not a document title identified in JCMS (limit 64 chars)
- Charge Files
 - If there are multiple parties in JCMS, only the first party will be converted and a list of the other parties will be provided to the Clerk for review/manual entry if needed
 - An Initial Statute Table will be created in FullCourt with all of the JCMS statutes for use only for the cases involved in the conversion (the statutes will be inactivated for future/new cases entered into FullCourt)
 - Any statutes referenced in the charge table that do not exist in the statute table will create an exception report and the charge will not be converted



Gap Analysis and Track Session Results

- If a JCMS Case has multiple statutes on a single charge, only the first statute will be converted and:
 - If the subsequent statutes are 45-2-101, 45-4-101, 45-4-102 or 45-4-103 they will convert to the charge comment in FullCourt
 - Any other subsequent statutes will create an exception report and will not be converted
- The Offense Date in JCMS is the Violation Date in FullCourt
- If a JCMS case has a disposition but there are no dispositions at the charge level, the case disposition will apply to all charges in FullCourt (FullCourt requires all charges to be disposed)
- Disposition and Other Disp Information from JCMS will not be converted to the Confinement and Probation tabs on the Criminal Charges window in FullCourt but rather will be converted to the Disposition Comment field
- Judgment Event Files
 - All JCMS Judgment Types will be converted and inactivated after conversion and the standard FullCourt types will be reactivated
 - The JCMS judgment type code will be converted to the FullCourt Judgment Event and the JCMS Judgment Text will be converted to the Judgment Comment in FullCourt
 - JCMS Amount Description(s) and Amount(s) will be converted to the Judgment Comment field (concatenated)
 - The ROA ID will not be populated – the judgments will create a new ROA
 - Freeform information on the following tabs in JCMS are considered Judgment Events:
 - Actions
 - Appeals
 - Satisfactions
 - Conversion of Actions, Appeals, and Satisfactions will be handled as follows:
 - The following civil processing judgment ROA events will be created in FullCourt:
 - JCMS JUDGMENT ACTION
 - JCMS JUDGMENT APPEAL
 - JCMS JUDGMENT SATISFACTION
 - The following Civil, Judgment Event ROA Codes will be created in FullCourt:
 - JEJCMS – JEJCMSAC
 - JEJCMS – JEJCMSAP
 - JEJCMS – JEJCMSA
 - The new Action, Appeal, and Satisfaction judgment events will be mapped to the new ROA codes in FullCourt's ROA Events Maintenance
 - The JCMS Actions, Appeals, and Satisfactions will be converted to their associated ROA in FullCourt





Gap Analysis and Track Session Results

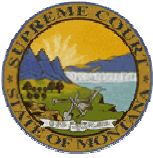
- Conversion will set the ROA “Applies To” to “All Parties”
- Events
 - JCMS Events will not be converted
 - The list of all pending events will be reviewed with the clerk during site readiness to determine if/how they want to capture them in FullCourt after the conversion (e.g., events can be manually entered as Reminders, Time Limits, Hearings, etc. after conversion)
- Receipts
 - Receipts will be converted as ROAs (multiple receipts will be in one ROA – multiple ROAs will be created if there are more receipts than can fit in one ROA – 2000 char limit)
 - The Receipt ROA will have the date of the conversion since different receipts have different dates
- Refunds
 - Refunds will be converted as ROAs (multiple refunds will be in one ROA – multiple ROAs will be created if there are more refunds than can fit in one ROA – 2000 char limit)
 - The Refund ROA will have the date of the conversion since different refunds have different dates
 - Refunds that are not associated with a case will be logged in an exception report and will not be converted

5.4. Action Items

The following action items were identified during the track committee session:

- **District Court Counsel Items:**
 - Revisit Uniform Case Filing Standards for Appeals
- **OCA FullCourt Implementation Team Items:**
 - Poll the clerks and find out how many are using the Check In/Check Out functionality in JCMS (to determine whether the conversion utility needs to be updated to convert this information to the FullCourt Case File Location)
 - Research what ROA is generated when “On Appeal” is selected and determine whether the wording for the ROA is appropriate/correct
 - Notify clerks to start running the following JCMS reports so that they can start correcting errors in their cases prior to conversion:
 - Reports->Count Menu->Monthly Case Report with Run Case Error Checker = “Yes”

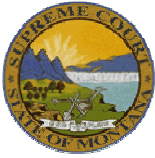




Gap Analysis and Track Session Results

- Reports->Count Menu->Case Count Report – Review the count of Information filings under the Criminal subsection and compare to the total charge count in the Criminal Summary Report on the last page – If counts don't match then there are cases that are open that do not have charges identified
- Add to county readiness discussion checklist:
 - Have Clerk run the Reports->Count Menu->Monthly Case Report with Run Case Error Checker option = “Yes” and correct any errors identified before conversion is run
 - Have Clerk run the Reports->Count Menu->Case Count Report – Review the count of Information filings under the Criminal subsection and compare to the total charge count in the Criminal Summary Report on the last page – If counts don't match then there are cases that are open that do not have charges identified
 - Identify any county-specific case statuses and ask the clerk to map to Open, Closed, or Inactive
 - Explain Time Limits functionality and how it can be used for tracking and reporting on upcoming motions
 - Review pending events and identify how to enter them in FullCourt after conversion (e.g., they can be entered as reminders, time limits, hearings, etc.)
 - If a converted case is re-opened recommend that they change the converted JCMS finding to a standard FullCourt finding
 - Emphasize to clerks that the way data was converted from JCMS is not necessarily the way new case data should be entered (e.g. in those instances where data needed to be converted to comment fields)
- Add “Guardian Ad Litem” as a Party Type for the “Other” party in FullCourt
- Investigate if there are any implications in FullCourt if an inactive attorney is assigned to an open case (e.g., if convert over all JCMS attorneys and then inactivate them)
- Create new civil processing judgment ROA events in FullCourt:
 - JCMS JUDGMENT ACTION
 - JCMS JUDGMENT APPEAL
 - JCMS JUDGMENT SATISFACTION
- Create new Civil, Judgment Event ROA Codes in FullCourt:
 - JEJCMS – JEJCMSAC
 - JEJCMS – JEJCMSAP
 - JEJCMS – JEJCMSSA
- Map the new Events to the new ROA codes in ROA Events Maintenance





Appendix A – FullCourt Case Management Gap Matrix

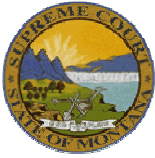
This appendix includes a matrix that identifies the court processes/functions reviewed during the Case Management and Document Imaging track committee session and whether the FullCourt product meets, partially meets, does not meet, or is missing functionality currently provided in JCMS. The matrix also identifies non-JCMS gap concerns and system defects. If the FullCourt product does not fully meet a function/process requirement, the issues in question are identified as well as their importance classification. Each issue or concern identified during the demonstration has been classified as one of the following in the spreadsheet:

- **Gap (*partially meets, does not meet, is missing*)** – Functionality currently available in JCMS that is not available in FullCourt
- **Non-Gap Concern** – Functionality that is not in JCMS but is needed in FullCourt
- **System Defect** – Functionality that is not operating correctly or according to specification (e.g., “Bug”)

For each Gap or Non-Gap Concern identified, the matrix identifies which one of the following importance classifications were assigned by the track committee for purposes of assisting in the prioritization of enhancements to the FullCourt product:

- **Critical** – “Show Stopper” - cannot perform a vital business function and there is no work around
- **High** – cannot perform a vital business function and there is a work around
- **Medium** – cannot perform a non-vital business function (e.g., can still conduct business without this function but it impacts productivity)
- **Low** – convenience feature, nice to have, work around readily available

Issues identified as a system defect have been reported to JSI for resolution and should be addressed in an upcoming release of the system. Those system defects that were reported to JSI prior to the track meetings were not assigned a priority.



Appendix B – FullCourt Jury Management Gap Matrix

This appendix includes a matrix that identifies the court processes/functions reviewed during the Jury Management track committee session and whether the FullCourt product meets, partially meets, does not meet, or is missing functionality currently provided in JCMS. The matrix also identifies non-JCMS gap concerns and system defects. If the FullCourt product does not fully meet a function/process requirement, the issues in question are identified as well as their importance classification. Each issue or concern identified during the demonstration has been classified as one of the following in the spreadsheet:

- **Gap (*partially meets, does not meet, is missing*)** – Functionality currently available in JCMS that is not available in FullCourt
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